



Middletown Township Police Department
OPEN PUBLIC RECORDS ACT REQUEST FORM
1 Kings Highway Middletown NJ, 07748
(732) 615-2100 & (732) 769-0049 (Fax)
recordsmtp@middletownnj.org
Lieutenant Stephanie Geisel



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name ANONYMOUS MI _____ Last Name _____
E-mail Address _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Inspect ☐ Fax ☐ E-mail ☐
Under penalty of N.J.S.A. 2C:28-3, I certify that
1. ☐ HAVE / ☐ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, ☐ WILL / ☐ WILL NOT use the requested government records for a commercial purpose;
3. ☐ AM / ☐ AM NOT seeking records in connection with a legal proceeding.
Signature _____ Date 5/1/26

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

SEE ATTACHED
MEGAN MCGLONE)

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided
Released Redacted
25/MT 42395 6 Ticket
#351
Custodian Signature _____ Date 5/11/26

DEPOSITS

The custodian may require a deposit against costs for reproducing documents whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce. N.J.S.A. 47:1A-5(f).

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven (7) or fourteen (14) business days. See page 5 for additional response details)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3(b) lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records and/or OPRA requests submitted by victims seeking their own records
- ☐ Personal firearms records or personal identifying information connected to any license authorizing hunting with a firearm.
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, tablets, telephones, electronic computing devices, software applications, and networks or devices operation them which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software
- ☐ Security alarm system activity and access reports, including video footage the disclosure of which does not compromise the integrity of the security system
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders including detailed or itemized cost estimates prior to bid opening
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (commonly Form DD-214 or NGB-22) filed with a public agency
- ☐ Oath of allegiance, oath of office, or other affirmation; except that full name, title, and oath date.
- ☒ Privacy Information:
 - ☐ Social security numbers
 - ☐ Credit card or debit card numbers
 - ☐ Bank account information
 - ☒ Month and day of birth
 - ☐ Personal e-mail address required by a public agency for government applications, services, or programs
 - ☒ Telephone numbers
 - ☒ Drivers' license numbers
 - ☐ Primary or secondary addresses for covered persons or immediate family members per N.J.S.A. 47:1B-1 (Daniel's Law)
- ☐ Portion of any document disclosing personal information of any person provided to a public agency for sole purpose of receiving official notifications
- ☐ Lists (including personal information) of persons identifying as in need of special assistance in the event of an emergency maintained by a municipality or county
- ☐ Portion of any record disclosing the personal identifying information of a person under 18 years old
- ☐ Personal identifying information contained on domestic animal permits, license, and registrations.
- ☐ Metadata
- ☐ New Jersey Firemen's Association financial relief applications
- ☐ Owner and maintenance manuals
- ☐ HIPAA information and indecent or graphic images of a person's intimate parts as defined in N.J.S.A. 47:1A-5.2
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications

- ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3(a)
- ☐ Public defender records N.J.S.A. 47:1A-5(k)
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9(a).

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

Released redacted 25MT42395 and ticket1331E25011276

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

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Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

1. All "government records" as defined in N.J.S.A. 47:1A-1.1 are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5(g). In accordance with OPRA, custodians will generally have seven (7) business days to respond, unless:

- The requestor seeks "immediate access" records as outlined in N.J.S.A. 47:1A-5(e); where the custodian must respond "immediately" disclosing responsive records not to exceed twenty-four (24) months old.
- The requestor seeks information required to be disclosed by N.J.S.A. 47:1A-3(b), where the custodian must respond disclosing the information within twenty-four (24) hours or as soon as practical;
- The requestor is seeking records for a "commercial purpose" as defined in N.J.S.A. 47:1A-1.1, where the response time frame is fourteen (14) business days, but the custodian shall notify the requestor of the additional time within seven (7) business days. N.J.S.A. 47:1A-5(i). However, the response time frame can be reduced to seven (7) business days upon payment of no more than two times the cost to produce the responsive records.
- The requestor is seeking records requiring review for compliance with "Daniel's Law" (N.J.S.A. 47:1B-1, et seq.), where the response time frame is fourteen (14) business days, but the custodian shall notify the requestor of the additional time within seven (7) business days. N.J.S.A. 47:1A-5(l).
- Fire district employing one or fewer full-time employees serving as custodians may add seven (7) business days to the seven (7) or fourteen (14) business day response time frames.

The applicable response time does not commence until the custodian receives the request form. N.J.S.A. 47:1A-5(h). If you submit the request form to any other officer or employee, the recipient must either forward the request to the appropriate custodian or direct you to the appropriate custodian. Id.

3. Requestors are not required to use this OPRA request form; however, a written equivalent not containing the form requirements of N.J.S.A. 47:1A-5(f) and N.J.S.A. 47:1A-5(g) may be denied by a custodian.
4. Requestors may submit requests anonymously. A request submitted anonymously shall not be considered incomplete. N.J.S.A. 47:1A-5(f). If you elect not to identify yourself accurately or provide an accurate address, e-mail address, or telephone number, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request. Further, anonymous requestors are prohibited from filing a complaint with either the GRC or the Courts. N.J.S.A. 47:1A-6.
5. The fees for duplication of a "government record" in printed form are listed on page 1 of this form. The custodian will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the responding agency.
6. You may be charged a prepayment or deposit when a request for copies exceeds \$5.00. The custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. N.J.S.A. 47:1A-2.2. This includes anonymous requests for said information.
8. By law, the responding agency must notify you that it grants or denies a request for access to government records within applicable response time frame after the custodian receives the request. If the record requested is in storage, the custodian will advise you within seven (7) or fourteen (14) business days after receipt of the request when the record can be made available and the estimated cost for reproduction within no more than twenty-one (21) business days from date of notification. N.J.S.A. 47:1A-5(l).
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you. N.J.S.A. 47:1A-5(g).
10. If the custodian is unable to comply with your request for access to a government record, they will indicate the specific bases for denial on the request form or other written correspondence and send it to you.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian fails to respond to you in writing within seven (7) or fourteen (14) business days of receiving a request, the failure to respond is a deemed denial of your request. N.J.S.A. 47:1A-5(g); N.J.S.A. 47:1A-5(l).
12. If your request for access to a government record has been denied or unfilled within the seven (7) or fourteen (14) business days required by law, you have a right to challenge the decision by the responding agency to deny access. At your option, you may either: 1) institute a proceeding in the Superior Court of New Jersey; or 2) file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County. Questions regarding the GRC's Denial of Access Complaint process can be directed to the GRC toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at Government.Records@dca.nj.gov, or at their web site at www.state.nj.us/grc. The Council can answer general inquiries about OPRA.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.

Records requested:

Bodycam footage and police report for ticket number E25 11276 which was issued on 11/26/25 at 11:00PM

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Anonymous

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-90921-bc62aa20@requests.opramachine.com

Is TownClerk@middletownnj.org the wrong address for OPRA requests to Middletown Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=middletown_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/bodycam_and_reports

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."



Middletown Police Department

1 KINGS HWY; PD 31 MIDDLETOWN, NJ 07748 () -

Officer Report for Incident 25MT42395

Nature: STOP

Location: P64

Address: WHITE ST

RED BANK NJ 07701

Offense Codes: TOFF

Received By: Stefanelli, R

How Received: O

Agency: P31

Responding Officers: Mazza, F

Responsible Officer: Mazza, F

Disposition: SI 11/27/25

When Reported: 23:00:46 11/26/25

Occurred Between: 23:00:46 11/26/25 and 23:00:46 11/26/25

Assigned To:

Detail:

Date Assigned: **/**/**

Status:

Status Date: **/**/**

Due Date: **/**/**

Complainant:

Last:

First:

Mid:

DOB: **/**/**

Dr Lic:

Address:

Race:

Sex:

Phone:

City:

Offense Codes

Reported: TOFF Traffic Offense

Observed:

Additional Offense: TOFF Traffic Offense

Circumstances

Responding Officers:

Unit :

Mazza, F

P31306

Responsible Officer: Mazza, F

Agency: P31

Received By: Stefanelli, R

Last Radio Log: 23:07:56 11/26/25 C

How Received: O Ofcr. Initiated

Clearance: BLANK

When Reported: 23:00:46 11/26/25

Disposition: SI Date: 11/27/25

Judicial Status:

Occurred between: 23:00:46 11/26/25

Misc Entry:

and: 23:00:46 11/26/25

Statute:

Description :

Method :

Involvements

Date

Type

Description

11/27/25

Name

MCGLONE, MEGAN E

Driver

Status: CMPLT (Colfer, A) on 19:52:20 11/29/25

Partition: P31

Date Printed: 05/01/26

11/26/25	Citation	Moving Violation	Citation
11/26/25		[No description]	Demographics
11/26/25	Cad Call	23:00:46 11/26/25 STOP	Initiating Call

Narrative

This incident was captured on BWC

NJ X64LBC was stopped on White Street (Red Bank), for an expired registration (3-2025).

The Operator/R.O was issued one e-citation for the previously mentioned violation.

NFAT

FLM-306

Supplement

23:07:56 11/26/2025 - Stefanelli, R

CAD Call info/comments

=====

23:05:34 11/26/25 - Stefanelli, R - From: Mazza, F

10-4

Name Involvements:

Driver : 1280644

Last: MCGLONE

DOB: [REDACTED] 84

Race: W

Sex: F

First: MEGAN

Dr Lic: [REDACTED]

Phone: [REDACTED]

Mid: E

Address: 55 WEST FRONT ST. APT 206

City: RED BANK, NJ 07701-1679

COURT I.D. PREFIX		TICKET NUM		TYPE		MIDDLETOWN TWP MUNICIPAL COUR		
1331		E25		011276		M		
4 KINGS HWY TWP HALL MIDDLETOWN, NJ 07748								
YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED:								
☐ No License		Driver's Lic. No. XXXXXXXXXX		Exp. Date		State		
				11/2025		NJ		
				☐ Commercial License				
THE UNDERSIGNED CERTIFIES THAT								
Name First		Initial		Last		(Please Print)		
MEGAN		E		MCGLONE				
Address				Address 2				
55 WEST FRONT ST. APT 206								
City		State		Zip Code		Telephone		
RED BANK		NJ		07701 1679				
Birth Date		Eyes		Sex		Height		
04/24/84		5		F		5 Feet 7 Inches		
Restrictions		D		0				
Email				Hispanic or Latino?		Race		
				N		W		
DID UNLAWFULLY OPERATE A:								
Make of Vehicle		Year		Body Type		Color		
HOND		2019		01		WT		
Lic. Plate No.		State		Exp. Date		☐ Commercial Vehicle ☐ Hazardous Material ☐ Out of Service ☐ Omnibus		
X64LCB		NJ		3/2025				
VIN								
2HGFC3B9XKH352937								
Offense Date		Month		Day		Year		
		11		26		2025		
Time: 11:00		☐ AM ☒ PM						
LOCATION OF OFFENSE		Describe Location						
		WHITE ST						
Municipality		County		Mun. Code (Offense)		1331		
MIDDLETOWN TWP		MONMOUTH						
AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)								
TRAFFIC OFFENSES - (Check One) - TITLE 39								
☒ 3-4 Unregistered vehicle ☐ 4-85 Improper passing								
☐ 3-29 Failure to exhibit documents ☐ 4-97 Careless driving								
☐ D.L. or ☐ REG. or ☐ INS. ☐ 4-124 Failure to turn								
☐ 3-33 Undear plates ☐ 4-144 Failure to stop or yield								
☐ 3-66 Maintenance of lamps ☐ 8-1 Failure to inspect								
☐ 3-76.2f Failure to wear seatbelt ☐ 8-4 Failure to make repairs								
☐ 4-81 Failure to observe signal								
☐ 4-98 Speeding _____ MPH In a _____ MPH Zone								
IN EXCESS OF SPEED LIMIT BY:								
☐ 1-9 MPH ☐ 10-14 MPH ☐ 15-19 MPH ☐ 20-24 MPH ☐ 25-29 MPH ☐ 30-34 MPH								
☐ 65 MPH Zone ☐ Safe Corridor ☐ Construction Zone								
☐ Accident ☐ Prop Damage ☐ DRE ☐ Bodily Injury ☐ Excess Weight								
☐ Drugs ☐ Alcohol ☐ Blood Test ☐ Urine Test								
☐ Death / Serious Bodily Injury ☐ EBTD								
PENALTY SCHEDULE-ON REVERSE								
PARKING OFFENSE								
☐ Overtime Meter No. ☐ Prohibited Area ☐ Double								
OTHER TRAFFIC/PARKING OFFENSE (Describe)								
DRIVING OR PARKING UNREGISTERED MOTOR VEHICLE								
Statute No.				Ordinance/Code No.				
39:3-4								
THE UNDERSIGNED FURTHER STATES THAT THERE ARE JUST AND REASONABLE GROUNDS TO BELIEVE THAT YOU COMMITTED THE ABOVE OFFENSE AND WILL FILE THIS COMPLAINT IN THIS COURT CHARGING YOU WITH THAT OFFENSE				Month		Day		
				11		26		
				2025				
Signature of Complaining Witness				Officer's ID No.				
SGT MAZZA				0306				
NOTICE TO APPEAR								
☐ COURT APPEARANCE REQUIRED		COURT DATE		Month		Day		
				Year		Time:		
CONDITIONS	AREA		☒ Business		☐ School		☐ Residential	
	ROAD		☐ Dry		☒ Wet		☐ Snow	
	TRAFFIC		☐ Light		☒ Medium		☐ Heavy	
	VISIBILITY		☐ Clear		☒ Rain		☐ Snow	
						☐ Rural		
						☐ Ice		
						☐ Fog		
Equipment Type		Operator's Name		Operator ID No.		Unit Code		
Notes								



MIDDLETOWN TOWNSHIP POLICE DEPARTMENT

SERVICE AND RECORDS BUREAU

1 KINGS HIGHWAY

MIDDLETOWN, NJ 07748

732-615-2060 recordsmtp@middletownnj.org

Date: 5/13/26

This email is in response to your Open Public Records Act (OPRA) request dated 5/1/26 in which you seek access to body-worn camera (BWC) footage from:

Incident: 25MT42395, Re: MEGAN MCGLONE

Pursuant to N.J.S.A. 47:1A-5(c) a special service charge is warranted for the retrieval, review, and necessary redaction of body-worn camera footage when compliance with the request involves "an extraordinary expenditure of time and effort to accommodate the request." This fee is calculated based upon the "actual direct cost" meaning the hourly rate of the lowest level employee capable of fulfilling the request (no fringe benefits). A special service charge is calculated on a case-by-case basis.

In reviewing your request, we have located 2 video(s) for a total of hours 14 minutes. We believe that 1 video(s) totaling hours 6:40 minutes in length will provide you with the best perspective to fulfill your request. The total time needed to prepare the video(s) between research, retrieval, redaction and final review will be a minimum of hours 30 minutes. (The necessary redactions needed for this video are outlined below.)

The special service charge for your request is: NO CHARGE

Please respond within 7 business days of this email indicating whether you wish to: 5/22/26

1. Proceed with the request and agree to pay the estimated charge; or
2. Modify or narrow your request to potentially reduce the cost; or
3. Request a Special Service Charge for all or additional videos related to this incident; or
4. Withdraw your request.

A failure to respond will be considered your wish to withdraw your request.

☐ Privacy: medical, schools, place of worship	☐ Security, safety, measures:
☐ Victim information:	☐ Juveniles
☒ Personal Identifying information	☐ Extra redaction:

How to Make Your Payment By

Mail: Your payment must be made by check.

- Make your check payable to "Township of Middletown"
- Indicate "BWC Special Service Charge" in the Memo • Enclose a copy of your request and/or this email • Mail your payment to:

Township of Middletown

Police Records
1 Kings Hwy
Middletown, NJ 07748
Attn: BWC Unit

In Person: Your payment can be made in person by cash, check, or credit card at the Township Clerk's office located at 1 Kings Highway, Middletown, NJ 07748. Have a copy of this email and your request when making your payment in person.

Payments are not accepted online or by phone.

If you have any questions or desire to revise your request, please feel free to contact our office at 732-6152060 or recordsmtp@middletownnj.org.